

Waste Electrical and Electronic Equipment (WEEE) Arrangement

Contents:

- 1.0 Statement of purpose/objectives
- 2.0 Scope
- 3.0 Definition
- 4.0 Duty of care
- 5.0 Assessment of risk at the workplace
- 6.0 Information, instruction and training
- 7.0 Implementation
- 8.0 Compliance
- 9.0 Review of arrangement

1.0 Statement of purpose/objectives

This arrangement will assist in meeting Shropshire Council's core value to achieve more by working and learning together also meet the legislative requirements. The main requirements are to create a safe working environment by ensuring effective control measures are provided for employees.

2.0 Scope

The scope of this arrangement is to promote the Waste Electrical and Electronic Equipment (WEEE) Regulations 2013 and improve the environmental performance which applies to all Shropshire Council employees, agency workers and volunteers at work.

3.0 Definition

The Waste Electrical and Electronic Waste Regulations aim is to promote the recovery, reuse, recycling and treatment of Waste Electric and Electronic Equipment (WEEE) to reduce the amount of WEEE sent to landfill. Shropshire Council will endeavour to reduce the amount of waste electrical equipment it sends to landfill, by promoting the reuse, recovery, treatment and recycling of WEEE wherever it is possible to do so.

4.0 Duty of Care

Shropshire Council has a general duty of care to protect the health, safety and welfare of its employees so far as is reasonably practicable by ensuring that safe systems of working and safe working arrangements are adopted by workers handling WEEE.

5.0 Assessment of Risk at the Workplace

Managers and employees must work together to identify potential hazards and the subsequent risks from the processes adopted for the treatment, reuse, recovery, recycling and disposal of WEEE. A suitable and sufficient risk assessment must be carried out prior to the disposal of waste electrical equipment.

6.0 Information, instruction and training

Managers will ensure that appropriate information, instruction and training is given to all employees required to deal with the disposal, (including where necessary the recovery, reuse, recycling and treatment) of waste electrical, electronic equipment.

7.0 Implementation

Management guidance in the form of Frequently Asked Questions (**Appendix 1**) will be provided and updated to support the implementation of the arrangement.

8.0 Compliance

This arrangement will enable Shropshire Council to conform to statutory requirements and best current practice.

9.0 Review of arrangement

This arrangement will be reviewed by the Health & Safety Team in three years or if legislative changes occur.

Approving Body

Consultation	Health, Safety & Welfare Group – January 2012	
Reviewed	Health and Safety Team May 2014	
Reviewed	Health and Safety Team June 2017	
Reviewed	Health and Safety Team August 2024	Next review August 2029

Appendix 1

Frequently Asked Questions

Contents:

1. Roles and responsibilities/who does what?
2. What are the WEEE Regulations?
3. What categories of electrical and electronic equipment are covered by the WEEE Regulations?
4. What's the problem with electrical and electronic waste?
5. What is 'Historic' and 'Future' WEEE?
6. What do I need to do?
7. Where can I get further information?

1 Roles and responsibilities/who does what?

- 1.1** Shropshire Council as a local authority employer, through its elected members, has ultimate responsibility for compliance with Health and Safety legislation.
- 1.2** The Chief Executive and Senior Management Team are responsible for ensuring:
 - The implementation of the Waste Electrical and Electronic Equipment (WEEE) Arrangement across the organisation to ensure consistency of approach.
 - The allocation of suitable and sufficient resources.
- 1.3** Directors/Assistant Directors/Heads of Service are responsible for ensuring:
 - The implementation of the WEEE arrangement and that all employees are familiar with the contents of the arrangement insofar as it is relevant to their role and responsibilities.
 - The disposal (including where necessary the recovery, reuse, recycling and treatment) of WEEE equipment is monitored, Shropshire Council Waste Management Team can provide guidance and support if necessary.
 - Suitable levels of competency for managers, supervisors and employees, enabling them to undertake work activities safely.
 - The allocation of sufficient resource to effectively manage WEEE arrangements.
 - The registration of designated collection facilities (DFC's).
 - Notification of any waste streams retained for self-treatment to BIS (Department for Business Innovation and Skills).
- 1.4** Line Managers/Supervisors are responsible for:
 - Identifying
 - Ensuring risk assessments are undertaken for working activities and that control measures are communicated to the appropriate people.
 - Ensuring that all employees receive appropriate information, instruction and training relating to the disposal (including where necessary the recovery, reuse, recycling and treatment) of WEEE products. Shropshire Council provides COSHH training which will support those engaged with the disposal of WEEE.
 - Reporting any WEEE issues to the Facilities Management Team

- 1.5** The Health & Safety Team is responsible for:
- Providing advice and guidance to enable managers to carry out their duties and responsibilities effectively.
 - Ensuring, in conjunction with managers, that designated collection facilities operated by the council are monitored on a regular basis via self-auditing and auditing processes.
- 1.6** All Shropshire Council employees including volunteers are responsible for:
- Complying with the requirements of the WEEE arrangement.
 - Assisting with the risk assessment process, as required.
 - Co-operating with the safe systems of work as identified to enable Shropshire Council to comply with its health & safety responsibilities.
 - Ensuring that WEEE procedures are followed.
 - Reporting immediately to their line manager, any adverse incidents that have arisen from WEEE products.

2 What are the WEEE Regulations?

The Waste Electrical and Electronic Equipment (WEEE) Regulations aim to minimise the impact of electrical and electronic goods on the environment, by increasing re-use or recycling, recovery and treatment, thereby reducing the amount of WEEE going to landfill. It seeks to achieve this by making producers responsible for the disposal of waste electrical equipment.

3 What categories of electrical and electronic equipment are covered by the WEEE Regulations?

WEEE covers a huge spectrum of products from computers, printers and fax machines to washing machines, fridges and even fluorescent tubes. The following examples are included:

- Large household appliances.
- Small household appliances.
- I.T. and telecommunications equipment.
- Consumer equipment (e.g. radio sets, TV's, musical equipment).
- Lighting equipment, (including electric light bulbs, household luminaries and LEDs).
- Electrical and electronic tools (with the exception of large scale stationary industrial tools).
- Toys, leisure and sports equipment (e.g. video games, car racing sets, sports equipment with electronic components, coin slot machines).
- Medical devices (with the exception of all implanted and infected products).
- Monitoring and control instruments (e.g. smoke detectors, thermostats).
- Automatic dispensers (e.g. cold/hot drink vendors, cash machines).

There are also 4 subcategories when WEEE contains hazardous waste;

- Display equipment.
- Refrigeration equipment.
- Gas discharge lamps.
- Photovoltaic panels.

4 What's the problem with electrical and electronic waste?

Electrical and electronic waste is made up of many different materials and components, some of which are toxic and hazardous. Every year an estimated

2 million tonnes of WEEE items are discarded by householders and companies in the UK. WEEE includes most products that have a plug or need a battery. There are ten broad categories of WEEE currently outlined within the Regulations. In 2007, more than 90% of electrical and electronic waste was land filled, incinerated or recovered without any pre-treatment. This means that the pollutants could contaminate air, water and soil.

5 What is 'Historic' and 'Future' WEEE?

WEEE products are also categorised depending on when they were placed onto the UK market. The responsibility for WEEE disposal differs for historic and future WEEE.

This responsibility affects both producers and businesses that use Electrical and Electronic Equipment (EEE).

Products placed onto the market before 13 August 2005 is called 'historic WEEE'. Products placed on the market after 13th August 2005 is called 'future WEEE'.

6 What do I need to do?

Think about the environmental consequences before deciding to replace equipment.

- Do you really need to buy a new product? Could the equipment be upgraded, or could you purchase a refurbished item instead? If you have working equipment that you no longer need, think about passing it on to others, or how it can be recycled, or re-used instead of throwing it away.
- Remember to take account of the WEEE Regulations when entering commercial negotiations and procurement decisions concerning EEE.
- If you are buying electrical products from a distributor or other intermediary, make sure you obtain the producer registration number for the equipment being supplied so that you know who to contact to arrange disposal at the end of its life. Suppliers of EEE should always be able to provide this on behalf of the producers.
- If the producer is responsible for WEEE disposal, establish whether it is the producer or the producer's compliance scheme who will be arranging for disposal, and whether collection will be from your premise or a local collection facility.
- Be aware of your responsibilities under other waste management legislation.

7 Where can I get further information?

The Corporate Health & Safety policy available on the intranet
Shropshire Council Control of Substances Hazardous to Health (COSHH)
Arrangement

[Department for Business Innovation & Skills](#)

Health & Safety Executive – <http://www.hse.gov.uk/waste/waste-electrical.htm>

HSE Books

The Health and Safety at Work etc Act 1974

The Management of Health and Safety at Work Regulations 1999

The Waste Electrical and Electronic Equipment Regulations 2013 -

<http://www.legislation.gov.uk/ukxi/2013/3113/contents/made>

Environmental Protection Act 1990 (as amended)

Control of Substances Hazardous to Health Regulations 2002